

Team: Financial Management System

Date:

Action Plan Summary

Key Assumptions						
<ul style="list-style-type: none">– FMS should interface with Accounting to see if there are functions that could be combined or simplified between them.– FMS should interface with Financial Reporting to see if there are functions that could be combined or simplified between them.						
Team Goals			Key Success Indicators			
<ul style="list-style-type: none">– Ensure operational readiness and implement FMS phase III & VI (H,H)– Train and retool SFA organization (H, H)– [Implement fully functioning FMS operations team] NOTE: we were not sure if this item was a goal or a key action. (H, H)			<ul style="list-style-type: none">– Phase III and VI implemented– All applicable SFA personnel are trained to use FMS– All FMS functions are being performed with FTEs allocated			
Process/Function		FTE's	Role In Goal Achievement			
<ul style="list-style-type: none">– FMS		6/0	<ul style="list-style-type: none">– These resources implement the different phases of FMS and ensure operational readiness. They will also help retrain and retool SFA			
<ul style="list-style-type: none">– Unassigned to be FTEs		0/19	<ul style="list-style-type: none">– These resources do not have roles yet.			
Total		6/19				
Key Actions		Impact		Start	Complete	Responsibility
Continue with operational readiness reviews and productions of different phases.		Ensures that FMS will continue to gain functionality and effectiveness		Already started	Ongoing	Stoner
Create training for FMS users		This will enable SFA personnel to make the most use of FMS		Once FMS is ready	2 months later	Stoner
Implement training		SFA users ready to use FMS		When training is done	2 Months later	Stoner
Define resources needed for FMS operations and future support.		This will allow FMS to create a staffing plan and provide a basis for better planning.		01/01/01	02/01/01	Stoner
Create staffing plan in line with operations and future support vision.		This allows FMS to bring on FTEs at the appropriate time		02/01/01	03/01/01	Stoner
Begin hiring according to staffing plan		FMS becomes fully staffed		03/01/01	05/01/01	Stoner
Meet with accounting team and create an interaction plan		The interaction of FMS and accounting could produce FTE savings because of reduction of function overlap		12/01/01	01/01/01	Stoner
Implement interaction plan		FTE savings realized		01/01/01	04/01/01	Stoner

Function/Activity Detail

Process/Function	FTE's	Description of Key Work Activities
FMS		
Resolution of issues related to FMS implementation	.65/0	
Implement FMS-Phase II	.15/0	
Ensure Operational Readiness for FMS-Phase II	.4/0	
Cross- Pollinate with Other IPTs on FMS Issues	.4/0	
Implement FMS- Phase III	2.9/0	
Ensure Operational Capability for Phase III	.1/0	
Coordination of OCFO	.35/0	
Train and Retool SFA Organizations	.25/0	
Reengineering, Business Processes and Change Management	.05/0	
Project Support & Crises	.75/0	
Unassigned To-Be FTEs	0/19	
Total	6/19	